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Content Submission

GKR Workshop

**Cooperative Curation: Inter-institutional Approaches to
Supporting Scholarly Communication**

August 8 – 9, 2012 – Atlanta, GA

Outline

- Content
 - Internships
 - Content Approval Process
 - GKR Metadata Guidelines
- Virtual Internships
 - Requirements
 - Intern Selection Criteria
 - Intern Training & Procedures
 - Challenges
 - Discussions



Internships

Goal:

- a relatively short-term, professionally supervised work experience offered as part of the school's curriculum and taken during the academic sequence [of course work] (Coleman, 1989, p.22).
- Experience the professional world
- Observe variety of role models
- Put theory and academic rigor into practice

Internship Participation

- Summer 2011 – 7 interns
 - Sites:
 - Albany State University,
 - College of Coastal Georgia,
 - Georgia Health Sciences University
- Summer 2012 – 6 interns
 - Sites:
 - Albany State University,
 - College of Coastal Georgia,
 - Georgia Southern University
 - Georgia Tech
 - University of Georgia
 - Valdosta State University

GKR Metadata Guidelines

- Originally developed in August 2005
- Revised in March 2010
- Dublin Core based
 - 19 Mandatory (if applicable) fields
 - 74 fields in total
 - Includes institution-specific fields
 - Mandatory fields vary by collection type

GALILEO Knowledge Repository Metadata Recommendations for Common Types of Collections				
Status abbreviations: M = Mandatory ; MA = Mandatory if applicable ; Rec = Recommended ; RA = Recommended if applicable ; Opt = Optional				
This list does not include fields provided by DSpace, such dc.provenance, dc.identifier.uri, etc.				
Theses and Dissertations Conference Proceedings Journals Published Articles Video/Audio Images				
THESES AND DISSERTATIONS				
Element	Qualifier	Status	Scope Note	Instructions / example
contributor			A person, organization, or service responsible for the content of the resource. Catch-all for unspecified contributors.	
contributor	advisor		Though this is included in DSpace registry, it is not an element for ETDs. Use description.advisor	
contributor	author	MA		
contributor	corporatename	Opt.	To reflect responsibility for organizations involved in interdisciplinary work. To refl	Surname name first. Use form of name established by local practice (e.g. fullest form possible or most frequent form)

GKR Virtual Internships

- Position Summary:

The VSU MLIS student interns work with the GKR partner site to assist submitting content and metadata.

- The student interns work remotely.

- Requirements for GRK interns

- 120 Work Hours
- Work Agreement
- Work Log
- Internship Reflection Paper

Intern Selection Criteria

- Prospective interns must be able to work independently, communicate well, access to internet, and have a willingness to learn.
- Background Knowledge
- Summer 2011 – 7 interns
 - Sites:
 - Albany State University,
 - College of Coastal Georgia,
 - Georgia Health Sciences University
- Summer 2012 – 6 interns
 - Sites:
 - Albany State University,
 - College of Coastal Georgia,
 - Georgia Southern University
 - Georgia Tech
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Intern Training Process and Procedures

- Real-time virtual training
 - The institutional repositories (GKR)
 - Dublin Core
 - GALILEO Knowledge Repository metadata guidelines
 - Examine metadata at the GKR site
- Practice: content submission on the training site
- Orientation session with the site supervisor and GKR project manager (Marlee Givens)

Student Internship Reflection

- **Positive**
- “I liked the **flexibility** of setting my own schedule and working at my own pace”
- “I do feel that I gained valuable experience by working **independently**.”
- “Overall, my experience of the GKR training and placement was very good. The **knowledge** I gained with Dublin Core, Open Access repositories, submissions of various documents, and copyright research will add **skills** that will be a great asset to me in a future job placement.”
- These skills were all introduced through course work, but the opportunity to **implement them in a real world context increased my overall understanding**.”
- “I feel like I enjoyed a well-rounded experience with this internship and I was grateful for the opportunity to **try new things**. “
- “I was very impressed with Marlee Givens (GKR manager). She was absolutely wonderful about **sharing her knowledge and responding to questions**.”

Negative

- “The work is **tedious** at times.”
- “I did find the **lack of provided work** somewhat frustrating during my internship.”
- “It would be **difficult to get in touch** with my site supervisor.”

Challenges and Lessons Learned

- “The most significant challenge of the internship was **time management**.”
- “Not having interns present in the facility requires the site supervisor to **structure the workload** in an organized, intuitive manner.”
 - “It would have been nice to have worked with a site that had some **clearer goals and guidelines** for their project.”
- Communication gap between the site supervisor and the intern
 - “It would be difficult to get in touch with my site supervisor.”
 - “**Clear communication** over email was important.”
 - Insufficient feedback of the supervisor
- Insufficient work assignments
- Lack of metadata quality evaluation

Kim Mears

- **What was my expectation from this internship?**
- **What did I find most challenging about this internship?**
- **What did I learn from this internship?**
- **What impact did this internship have on my career direction?**

Discussion Topics

- What are the expectations from student interns?
- Have you ever worked with a virtual intern?
- What is the biggest challenge in hiring a intern?
- What types of work or projects at your institutions may be applicable to virtual internships?
- How does virtual internship experience compare to traditional in-person internship?
- What kinds of changes may be needed at your institution to accommodate virtual interns?